



Government of the District of Columbia

NOTICE REQUIREMENTS FOR PROJECTS REFERRED TO THE HISTORIC PRESERVATION REVIEW BOARD

HPA

The preservation law requires that applicants for project review by the Historic Preservation Review Board (HPRB) give public notice of the case by posting placard(s) at the property, and that direct notice be given to immediate neighbors and the affected Advisory Neighborhood Commission (ANC). This notice is required by law (D.C Official Code § 6-1108.03).

When filing a project for HPRB review, the Historic Preservation Office (HPO) staff fills out the placard(s) for the applicant and makes copies of the completed placard for distribution to abutting and confronting properties, and to the affected ANC. The applicant is responsible for posting the placard(s) on the property and providing an electronic version of the plans, which HPO can distribute to the ANC and any interested party upon request. HPO mails the direct notice to the immediate neighbors and the ANC on the applicant's behalf.

1. POSTING REQUIREMENTS

- Post the placard(s) at each street frontage on the property involved, in a conspicuous place in plain view where they can be seen and read by the public.
- If there are multiple buildings subject to the review, post additional placard(s) on the front of each building subject to the review.
- Post the placard(s) no later than five (5) days after filing the application. **Placards must be posted in time to give the public a minimum of 21 days' notice before the HPRB meeting.**
- Maintain the placard(s) in place until the date of the HPRB hearing.

2. SUBMISSION OF ELECTRONIC PLANS

- Email, deliver or mail an electronic copy of plans to HPO.

3. CERTIFICATON

- Sign below and send a photograph or scan of this form to: historic.preservation@dc.gov or send to:

**Historic Preservation Office/DC Office of Planning
1100 4th Street, SW, Suite E650, Washington, DC 20024**

I hereby certify that the applicant has provided an electronic version of the plans to HPO and has posted the required notice placards and will maintain them in place for the required period. **I understand that failure to do so may cause HPRB to defer consideration of the case.**

Name: _____ Owner Agent

Signature: _____ Date: _____



Historic Preservation Office
DC Office of Planning
(202) 442-8800
historic.preservation@dc.gov

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Office of Planning

